

9TH STATEWIDE CONFERENCE
SEPTEMBER 9 - 11, 2009

MEETING OF THE PROFESSION

EXHIBITOR PROSPECTUS

Visit with Illinois professionals to exchange information and to work on valuable business relationships. The conference is the most important event in the state for anyone who sells to social workers and/or provides social work services.

For three days in September, social workers will gather in Chicago, Illinois. Each year, businesses like yours spend thousands of dollars to receive name recognition and to place product information in front of the right audience.

Let the National Association of Social Workers Illinois Chapter bring that audience to you!

EACH EXHIBITOR RECEIVES

INCLUDED IN YOUR BOOTH FEE:

- One skirted 6 ft. table with two chairs
- Listing in the Program booklet

EXHIBIT COSTS

EXHIBIT BOOTH ONLY

- Includes: 8' x 10' booth, brief description and contact information in the site program

For-Profit (Early Bird, before June 1, 2009)	\$425
For-Profit.....	\$475
Non-Profit (Early Bird, before June 1, 2009)	\$350
Non-Profit.....	\$400

BAG STUFFER

Bag Stuffer (With Exhibit Table)	\$125
Bag Stuffer (Without Exhibit Table)	\$225

Another popular way to reach every attendee is with your special insert placed in the conference attendee bag, which is distributed at registration. You provide the insert, which could be a brochure, flyer (8.5" x 11"), pen, pencil or any other business novelty item. Here is a way for your company to deliver a personalized message. Please note the Bag Stuffer cost has changed to PER ITEM. (We will provide you with detailed instructions for insert deadline, quantity and shipping closer to the event [roughly 800+]).

BOOTH ASSIGNMENTS

Booth space will be assigned first by level of sponsorship followed by a first-come, first served basis and is contingent upon receipt of your completed application and full payment. Indicate your preference of booth location on the application using the floor plan enclosed. (No deposits will be accepted).

MULTIPLE BOOTHS

The exhibit space can accommodate a limited number of multiple booths.

If you desire more than one booth, fill out your application accordingly and mail it with the appropriate payment. Your request will be confirmed by the NASW Illinois Chapter based upon space availability at the time of receipt of your application.

CANCELLATION

Cancellation of booth space must be submitted in writing prior to Thursday, July 30, 2009 to receive a refund less a \$100 processing fee. Booth space canceled after Thursday, July 30th, becomes non-refundable, regardless of reason.

SHOW MANAGER

The NASW Illinois Chapter will manage exhibitor registration and assignment of exhibit space. If you have any questions, please contact Kyle Hillman, NASW Illinois Chapter at khillman@naswil.org or 312.212.3717 x 120.

FOR MORE INFORMATION

Call The National Association of Social Workers, Illinois Chapter: 312.212.3717

Send a fax to NASW Illinois Chapter at: 312.435.1285

Send an email to Kyle Hillman at: khillman@naswil.org

Visit our website at: www.naswil.org

Stop by or write us at: NASW Illinois Chapter, 404 South Wells, 4th Floor, Chicago, IL 60607

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AGREEMENT FOR OCCUPANCY OF EXHIBIT SPACE

TERMS

Full payment and this completed agreement are required at the time of selection. All outstanding balances must be paid in full prior to July 30, 2009 preceding the conference.

- | | |
|---|---|
| <input type="checkbox"/> Exhibit Only, For-Profit (submitted before June 1, 2009) . \$425 | <input type="checkbox"/> Exhibit Only, Non-Profit (submitted before June 1, 2009) ..\$350 |
| <input type="checkbox"/> Exhibit Only, For-Profit \$470 | <input type="checkbox"/> Exhibit Only, Non-Profit \$400 |
| <input type="checkbox"/> Bag Stuffer (With Exhibit Table) \$125 | <input type="checkbox"/> Bag Stuffer (Without Exhibit Table) \$225 |

LOCATION PREFERENCE (PREFERENCE FOR SPONSORS GIVEN FIRST AND THEN BY ORDER RECEIVED WITH PAYMENT)

The following booth number(s) indicate the first, second and third choice of space locations:

First	Second	Third

Sponsors please call the NASW Illinois Chapter office at 312.212.3717 x120 to verify availability of space. If the exhibitor fails to verify space and none of the above preferences are available, NASW reserves the right to make the selection for the exhibitor. However, NASW Illinois will attempt to satisfy the specific needs of the exhibitor.

Exhibit Badges are for company employees who are manning the exhibit tables only. Exhibitors will not be permitted into workshops or functions without a separate registration fee.

LIST THE COMPANY NAME, ADDRESS, PHONE AND FAX NUMBERS EXACTLY AS THEY ARE TO APPEAR IN ALL NASW LISTINGS AND PUBLICITY:

Company	Contact Person
Telephone Number	Toll Free Number
Fax Number	Email
Address	City, State, Zip
Name Badges 1.	2.

PROGRAM LISTING: Please include the information as you wish it to appear in the **conference program**.

Company Name		
Address		
City, State, Zip		
Phone	Toll-Free	Fax
Description of Product(s) or Service(s) (25 words or less)		

Contract and full payment must be received before July 30th, 2009 to ensure recognition in the program.

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EXHIBITOR RULES + REGULATIONS

These rules and regulations are a part of the contract between NASW Illinois and the Exhibitor. Exhibit Management reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the conference. Exhibit Management's decisions and interpretations shall be accepted as final in all cases. Signature on the front of this form constitutes acceptance of an agreement with all regulations written herein.

CONTRACT & PAYMENT FOR SPACE: All applications must be accompanied by payment for the appropriate number of booths. **Checks should be made payable to NASW IL.** Upon acceptance by NASW Illinois this application becomes a contract for a booth space, including a table, two chairs, skirting and up to two badges total at the upcoming NASW Illinois conference.

CANCELLATION POLICY: In order to process a refund NASW Illinois must receive a **written notice** of cancellation from the exhibitors. If NASW Illinois receives notice of cancellation prior to July 30, 2009, NASW IL will refund the booth fee(s) minus a \$100.00 processing fee. Cancellation made after July 30, 2009 will result in a loss of fees paid to NASW IL.

ACCEPTABILITY OF EXHIBITS: All exhibits must serve the interests of the members of NASW IL and shall be operated in a way that will not detract from other exhibits or the conference as a whole. NASW IL reserves the right to refuse any exhibitor, which it deems objectionable to its purpose. NASW IL also reserves the right to require the withdrawal of any exhibit, which it believes to be injurious to the purpose of the organization.

DIRECT SALES: All direct sales must comply with local and state regulations concerning licensing and taxes. If any exhibitor has questions about such regulations they should contact the Illinois State Comptroller's office.

ARRANGEMENT OF EXHIBITS: NASW IL will provide display space as indicated on the official floor plan, but reserves the right to make any necessary changes.

RESTRICTIONS ON USE OF SPACE: NASW IL requires that each exhibitor occupy its own booth; there is no sharing of booth space with another exhibitor. During the exhibit hours the booth must remain open and staffed. Because of the large number of individuals who occupy the exhibit hall and the close proximity of fellow exhibitors, NASW IL requests that any audio used at a booth be kept at a minimum. Sales and demonstrations of equipment must

remain within the confines of the booth space. Exhibitors are encouraged to demonstrate their products/services within their booth as long as such actions do not obstruct passage in the aisles or make excessive noise that distracts or interferes with other exhibitors transactions.

FIRE, SAFETY, & HEALTH REGULATIONS: The Exhibitor agrees to comply with local, city, and state laws, ordinances, and regulations for fire, safety, and health. All exhibit equipment and materials must be fireproofed and reasonably located within the booth. Arrangement of booth should not hinder traffic flow through the aisles. No combustible materials shall be stored in or around the exhibit booths. Because of the nature of the organization, and accordance with fire codes, there is NO SMOKING allowed at any time in either the meeting rooms or exhibit hall.

SECURITY: Limited security is provided for the exhibit area. Furnishing of such service shall not be construed to be any assumption of obligation or duty with respect to the protection of the property of exhibitors by NASW IL; such obligation and duty shall at all times remain in the sole possession, custody, and responsibility of each exhibitor.

LIABILITY: In contracting as an exhibitor at the NASW IL Conference applicant agrees to release, defend, and hold harmless the National Association of Social Workers, Illinois Chapter and the facility hosting the conference, their agents, and employees from and against any and all losses, costs, damages, liability, or expense (including attorney's fees) arising out of or resulting from any accident, bodily injury, property loss or damage, or other occurrences to any person or persons including the exhibitor, its agents, employees, and invitees, arising out of or resulting from exhibitor's use and occupancy of the exhibit area at the conference facility or any part thereof.

NON-DISCRIMINATION CLAUSE: The Exhibitor has a policy of nondiscrimination based on race, gender, ethnicity, sexual orientation, religion, and age.

All points not covered herein are subject to settlement by rules and regulations as stated in the Display Rules and Regulations that are part of this Agreement. The National Association of Social Workers Illinois Chapter reserves the right to make such changes, amendments, and additions to these rules, and such further regulations as they shall consider necessary.

AUTHORIZATION

I have read and agree to comply with the Exhibitor Rules and Regulations.

Authorized Signature of Lessee _____ Date _____

Type/Print Above Name _____ Job Title _____

CONFIRMATION OF SPACE

Complete and return one original copy of this agreement to: NASW Illinois Conference Exhibits, 404 S. Wells, 4th Floor, Chicago, Illinois 60607. Make a photocopy of this agreement for company files. A letter of confirmation will be mailed confirming the booth location assigned for occupancy. Space is assigned by level of sponsorship then on a **first-come, first-served** basis.

Special Requests or Unique Requirements for Booth Space Location: _____

For Credit Card Payment: Visa MasterCard Discover

Authorized Signature _____

Name as it appears on card _____

Credit Card # _____ Expiration Date _____

Please make check or money order payable to NASW Illinois

Check or money order enclosed in the amount of \$ _____

State Voucher # _____
(Copy of voucher must accompany Exhibitor Contract.)

ACCEPTANCE. This application becomes a contract when received by NASW Illinois.

FOR NASW IL USE ONLY

Date Received _____ Confirmation Sent _____
of Booths _____ COM N-P Retail _____
Total Amount Received/Invoiced \$ _____
Check # _____ Invoice # _____
CC Approval # _____ Balance Due \$ _____

MEETING OF THE PROFESSION

EXHIBIT FLOORPLAN

SAUGANASH BALLROOM

Table Top Exhibits | 62 - 8' x 30" Tables
Black Cloth and Skirt | 2 - chairs each table

